

Message Text

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ACTION OIC-02

INFO OCT-01 EUR-12 ISO-00 IO-10 EB-07 AF-06 ARA-10 EA-09

NEA-10 /067 W

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R 151148Z SEP 75

FM AMEMBASSY LONDON

TO SECSTATE WASHDC 4717

UNCLAS SECTION 01 OF 02 LONDON 14176

E.O. 11652: N/A

TAGS: EWWT, AORG, IMCO

SUBJ: IMCO ASSEMBLY NOVEMBER 3-14, 1975

1. THE 9TH IMCO ASSEMBLY WILL BE HELD OUTSIDE OF IMCO HEADQUARTERS AT THE CUNARD INTERNATIONAL HOTEL, HAMMER-SMITH, LONDON. THIS SITE, WHICH WAS FIRST USED BY IMCO FOR THE INMARSAT CONFERENCE (APRIL 23-MAY 9, 1975) IMPOSES ADDITIONAL ADMINISTRATIVE BURDENS ON THE U.S. DELEGATION DUE TO ITS RELATIVE REMOTENESS FROM THE EMBASSY AT LONDON. THE EMBASSY SUGGESTS THE FOLLOWING ADMINISTRATIVE ARRANGEMENTS FOR THE MEETINGS:

(A) DELEGATES' ACCOMMODATION:

BASED ON EXPERIENCE WITH THE INMARSAT CONFERENCE, MOST DELEGATES WOULD FIND IT CONVENIENT TO BOOK ROOMS AT THE CUNARD HOTEL. THE CUNARD'S PRICES (SINGLE 8.50 ENGLISH POUNDS; DOUBLE 12 ENGLISH POUNDS INCLUDING BATH AND CONTINENTAL BREAKFAST PLUS 8 PERCENT TAX) ARE SOMEWHAT LOWER THAN COMPARABLE HOTELS CLOSER TO THE EMBASSY. REQUESTS FOR RESERVATIONS SHOULD BE RECEIVED EARLY TO ENSURE THAT SPACE WILL BE AVAILABLE.

(B) DELEGATION OFFICES AND MEETING ROOMS:

THREE ROOMS FOR THE USE OF THE DELEGATION HAVE ALREADY BEEN RESERVED AS REPORTED LONDON 11242.

(L) OFFICE ROOM FOR DELEGATION SECRETARY AND CLERK-TYPIST (PRICE - ENGLISH POUNDS 14 PLUS V.A.T.).

(2) OFFICE FOR HEAD OF THE U.S. DELEGATION (PRICE - ENGLISH POUNDS 14 PLUS V.A.T.).

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(3) DELEGATION MEETING ROOM (PRICE - ENGLISH

POUNDS 20 PLUS V.A.T.).

(C) TRANSPORTATION:

THE DELEGATION MAY WISH TO CONSIDER HIRING A CAR AND DRIVER FOR THE USE OF THE HEAD OF THE DELEGATION AND FOR TRAVEL BETWEEN THE EMBASSY AND THE CUNARD HOTEL FOR DELIVERING TELEGRAMS, AND OTHER ADMINISTRATIVE USES. IN THIS REGARD, IT SHOULD BE NOTED THAT GOOD UNDERGROUND TRAIN CONNECTIONS ARE AVAILABLE FROM HAMMERSMITH TO DOWNTOWN LONDON ON THE PICCADILLY LINE. ALSO, TAXIS ARE READILY AVAILABLE FOR DUTY-HOUR TRAVEL TO AND FROM THE EMBASSY. IT WAS APPARENT AT THE INMARSAT CONFERENCE THAT SINCE ALL MEETINGS AND MANY OF THE EVENING FUNCTION WERE HELD AT THE HOTEL, THERE WAS RELATIVELY LITTLE NEED FOR A HIRED CAR AND DRIVER DURING DUTY HOURS. AT PRESENT, THE COST OF A CAR AND DRIVER IS QUOTED AT BETWEEN ENGLISH POUNDS 29 AND 32 PER DAY OF 10 HOURS INCLUDING 40 MILES; FOR TIME OVER 10 HOURS THERE IS A CHARGE OF ENGLISH POUNDS 2.25 TO 2.50 PER HOUR PLUS 18 TO 20 PENCE PER MILE.

(D) OFFICE EQUIPMENT FOR DELEGATION:

THE EMBASSY CAN SUPPLY EQUIPMENT FOR THE TWO OFFICES AND MEETING ROOM TO BE SET UP AT THE CUNARD HOTEL. THERE MAY BE SOME COST FOR MOVING EQUIPMENT TO AND FROM THE HOTEL IF OVERTIME IS INVOLVED. IN THIS REGARD, IT IS NOTED THAT TWO OF DELEGATIONS OFFICE ROOMS (DEPTEL 123687, 5/28/75) BOOKED ONLY THROUGH NOVEMBER 15. SINCE THIS WOULD REQUIRE REMOVAL OF OFFICE EQUIPMENT FROM THEM OVER WEEKEND, AND SECOND MOVE OF EQUIPMENT FROM THIRD OFFICE, IT IS SUGGESTED THAT THESE TWO ROOMS BE VACATED ON LAST DAY OF ASSEMBLY (NOVEMBER 14) OR, PREFERABLY, RETAINED THROUGH

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FM AMEMBASSY LONDON
TO SECSTATE WASHDC 4718

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NOVEMBER 16 ALLOWING SINGLE MOVE-OUT OF HOTEL TO TAKE PLACE MORNING OF NOVEMBER 17. DEPT'S INSTRUCTIONS ARE REQUESTED ON THIS POINT.

(E) REPRESENTATIONAL FUNCTIONS:

THE EMBASSY SUGGESTS THAT IF THE DELEGATION INTENDS TO HOST A LARGE RECEPTION FOR ALL DELEGATES, AS IN PREVIOUS YEARS, THAT THIS FUNCTION BE HELD AT THE EMBASSY. THE COST OF THE AFFAIR WOULD BE LESS THAN A SIMILAR FUNCTION AT THE HOTEL AND TRAVEL TO THE EMBASSY WOULD NOT PRESENT A DIFFICULTY FOR THOSE INVITED. SMALLER SOCIAL FUNCTIONS, INCLUDING A DOZEN OR SO NON-U.S. DELEGATES, COULD BE HELD IN THE U.S. DELEGATION'S MEETING ROOM AT THE HOTEL.

THE EMBASSY CATERER IS PRESENTLY QUOTING A PRICE OF ENGLISH POUND 1 AND 90 PENCE (ABOUT \$4.00 U.S.) PER PERSON FOR DRINKS, CANAPES, SERVICE, ETC. FOR A RECEPTION AT THE EMBASSY. THE EMBASSY SHOULD BE INFORMED AS SOON AS POSSIBLE OF THE DATE OF ANY PROPOSED RECEPTION SO THAT ROOM RESERVATIONS AT THE EMBASSY (OR THE HOTEL) MAY BE MADE AND SO THAT THE FUNCTION MAY BE LISTED ON THE IMCO CALENDAR OF RECEPTIONS.

(F) SECURITY:

IT WILL NOT BE POSSIBLE TO RETAIN CLASSIFIED MATERIALS AT THE HOTEL. THESE WILL BE RETURNED TO THE EMBASSY EACH EVENING FOR SAFEKEEPING.

(G) DELEGATION SECRETARY AND STAFF:

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THE EMBASSY RECOMMENDS THAT I/O PROVIDE A DELEGATION SECRETARY AS HAS BEEN THE PRACTICE IN THE PAST FOR IMCO ASSEMBLIES AND CONFERENCES. THE SERVICES OF A DELEGATION SECRETARY, ESPECIALLY WHEN THE MEETINGS ARE HELD AT SOME DISTANCE FROM THE EMBASSY AS IN THIS INSTANCE, ARE OF GREAT ASSISTANCE IN FACILITATING THE WORK OF THE DELEGATION. IN ADDITION, PROVISION FOR A CLERK-TYPIST FOR THE DELEGATION SHOULD ALSO BE MADE. IF A CLERK-TYPIST CANNOT BE SENT FROM WASHINGTON, THE EMBASSY EXPECTS IT WILL BE POSSIBLE TO EMPLOY ONE LOCALLY, IF AUTHORIZED BY THE DEPARTMENT, FROM AMONG RESIDENT AMERICANS WHO HAVE PREVIOUSLY DONE SUCH WORK AT CONFERENCES. THE DELEGATION SECRETARY AND THE CLERK-TYPIST SHOULD BE AVAILABLE IN LONDON FOR AT LEAST THE PERIOD OCTOBER 31 THROUGH NOVEMBER 17.

2. THE DEPARTMENT'S COMMENTS AND INSTRUCTIONS ON THE
FOREGOING SUGGESTIONS ARE REQUESTED.

RICHARDSON

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